

Retention and Classification Report

Agency: Riverside Cemetery Maintenance District (Utah) (2138)

P.O. Box 116
Riverside, UT 84334

Records Officer

28274 Plot purchase certificates

AGENCY: Riverside Cemetery Maintenance District (Utah)

SERIES: 28274

3

TITLE: Plot purchase certificates

DATES: [ca. 1919]-

ARRANGEMENT: Numerical by certificate number and chronological by date.

DESCRIPTION:

These are copies of actual deeds issued to owners of cemetery plots. They are used to keep an accurate record of plot ownership and whether they have perpetual care. They include deed number, date issued, name of owner, amount of ground purchased, description of grave purchased, amount paid and receipt number. In some communities these deeds are recorded by the county recorder, but in most communities the deeds are not recorded and the municipality retains the official copy. These deeds are also called "Burial Rights."

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 17, Item 3.

AUTHORIZED: 04/30/2013

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently with authority to weed.

M-Disk: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical Legal

This series has permanent legal and historical value as documentation of plot ownership and the identity of burials in the cemetery.

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(continued)

PRIMARY CLASSIFICATION:

Public